

19 JAN 1981

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MEMORANDUM FOR: Director of Training and Education  
 FROM: [REDACTED]  
 Chief, Liaison & Requirements Branch  
 Executive and Planning Staff, FBIS  
 SUBJECT: FBIS Briefings for OTE Courses

1. The Liaison and Requirements Branch of FBIS [REDACTED] serves as a focal point in organizing FBIS briefings at various courses and presentations.

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2. It would be appreciated if you could make known to directors of the various training courses that requests for FBIS presentations should be directed to the Chief, Liaison and Requirements Branch. We maintain a roster of senior FBIS officers who are available for briefings and will ensure that prompt attention is given to all such requests.

3. This does not apply to presentations that have been traditionally given by the D/FBIS, such as the Mid-Career Course, which should be arranged directly with the secretary to the D/FBIS, [REDACTED]

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FBIS/E&PS/LRB, [REDACTED] /16 January 1981

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